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**CONTACT PERSONS**

**NAME:** Suzanne Tart  
Todd Clark  
**PHONE:** 850-245-0405  
850-245-0400

**MEMORANDUM**

**DATE:** February 6, 2015  
**TO:** District School Superintendents  
**FROM:** Linda Champion  
**SUBJECT:** February 2014-15 Full-Time Equivalent (FTE) Student Survey Information

This document is intended to assist school districts in reporting FTE students as required by section 1011.62(1)(a), Florida Statutes (F.S.).

The 2014-15 Florida Education Finance Program (FEFP) February FTE student survey will be conducted the week of February 9-13, 2015. The FTE student data from this survey will be used in the fourth calculation of the 2014-15 FEFP. Please see the attached schedule of cost factors and program numbers for the 2014-15 fiscal year and the schedule of reporting deadlines.

**“Date certain” for all schools in all school districts is Friday of survey week.** “Date certain” is the specific time for setting the student’s schedule on the local student course record. It is used for reporting the *FTE Reported, Course* data element.

**General Information**

Please refer to the [2014-15 FTE General Instructions](#) for assistance with student eligibility, reporting criteria, instructions for the Automated Student Information System and reporting deadlines. **Significant changes for 2014-15 are identified on page v of the instructions.** The system cut-off date for reporting February survey data is Friday, March 13, 2015. All database input must be complete as of this date. **It is important that validation reports be requested after the last data submission and all FTE in error be corrected before FTE data certification.** The attached form letter, which certifies the July, October and February reported FTE student data, must be signed by the superintendent or designee and submitted no later than Thursday, March 19, 2015. The unweighted funded FTE student totals provided in this letter

Linda Champion  
Deputy Commissioner, Finance and Operations

must match the totals reported in the database as of the system cut-off date. **Districts should use FTE Report 05.108 to verify FTE student data recorded in the database for use in the certification letter.** The information in this letter will be compared with the department's report to ensure that accurate information is used in the FTE recalibration. Please note that only reported FTE student data should be provided in the FTE student data certification letter.

### **FTE Student Data to be Reported**

The FEFP provides funding for the 180-day regular school year, with the following exceptions: programs in Florida Department of Juvenile Justice (DJJ) facilities, Juveniles Incompetent to Proceed (JITP) programs, Florida Virtual School (FLVS) part-time instruction and course completion or credit recovery in virtual instruction programs and virtual charter schools. Students attending DJJ facilities are funded for a 230- to 250-day school year. Other prekindergarten through grade 12 courses offered beyond the regular school year are funded through the Supplemental Academic Instruction and Reading Program allocations. Although funding for such courses does not depend on reported FTE student data, districts are still required to report summer non-funded FTE student data in the Automated Student Information System so associated statistical reports can be generated.

The only fundable FTE for programs beyond 180 days, as presented in the FTE student data certification letter for the October and June surveys, should be for students attending DJJ facilities, which include Practical Academic and Cultural Education Centers for Girls and marine institutes; for students enrolled in JITP programs; for students who successfully complete direct instruction courses from the FLVS on a part-time basis; and for students receiving course completion or credit recovery in virtual instruction programs and virtual charter schools.

In addition to the FTE student data for programs that operate for more than 180 days, the FTE student data for credit completions or the prescribed level of content that counts toward promotion to the next grade in programs listed in section 1011.62(1)(c), F.S., should be reported in the June survey for the following programs: school district virtual instruction programs (section 1002.45, F.S.), school district virtual course offerings (section 1003.498, F.S.), virtual charter school programs (section 1002.33, F.S.), FLVS full-time programs (section 1002.37(3), F.S.), franchises of the FLVS (section 1002.37(4), F.S.) and FLVS courses delivered on a public school campus (section 1002.37(3)(d), F.S.). Students who successfully complete a virtual instruction course should be reported in the June survey. A virtual instruction course that is not successfully completed should be reported in the June survey with *FTE Reported, Course* equal to 0.0000.

### **Exceptional Education Student Record**

With the exception of students in the John M. McKay Scholarships for Students with Disabilities Program, the FTE student data records of students receiving exceptional education services (FEFP program numbers 111, 112, 113, 254 and 255) must have a matching exceptional education student record to generate funding under the FEFP.

District School Superintendents

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**Classroom Identification, Florida Inventory of School Houses (FISH) Number**

To generate funding under the FEFP, each teacher course record for courses taught in a school district classroom in surveys 2 and 3 must contain a valid classroom identification FISH number that matches a number on the FISH file.

Reports 60.021 (Supplemental FTE Data File List) and 71.411 (Supplemental Bonus FTE) are available upon request. Report 60.021 provides data regarding the Florida Department of Children and Families; report 71.411 provides data regarding the Florida Advanced Placement, International Baccalaureate, Advanced International Certificate of Education and Early High School Graduation programs. School districts may use these reports to verify the FTE in these programs.

For additional information, consult the [FDOE Information Database Requirements: Volume 1 - Automated Student Information Systems](#).

Please call Suzanne Tart (School Business Services) at 850-245-0405 or Todd Clark (Education Information and Accountability Services) at 850-245-0400 if assistance is needed.

If it is necessary to fax the FTE student certification letter to meet the March 19, 2015, deadline, please use the following fax number: 850-245-9135.

LC/kh

Attachments: February 2014-15 FTE Student Certification Letter  
Cost Factors and Program Numbers for the 2014-15 Fiscal Year  
FTE Reporting Deadlines 2014-15 through 2017-18

cc: District FTE Administrators  
District Finance Officers  
District MIS Directors

ATTACHMENT A

ATTENTION: THOMAS KAUFFMAN  
**Due Date: March 19, 2015**

Date: \_\_\_\_\_

Fax Number: 850-245-9135

Chris Sanchez, Program Director  
Florida Department of Education  
School Business Services  
325 West Gaines Street, Room 814  
Tallahassee, Florida 32399-0400

Dear Ms. Sanchez:

This letter is provided to certify the reported PK-12 FTE student totals in the Department of Education Information Database as indicated by the final FTE report, **File 05.108**, for the July 2014, October 2014 and February 2015 surveys for the \_\_\_\_\_ County School District. All district schools are represented.

Total FEFP Reported PK-12 FTE  
Florida Education Finance Program

July 2014 survey total \_\_\_\_\_

October 2014 survey total \_\_\_\_\_

February 2015 survey total \_\_\_\_\_

**Note:** The following programs are reported with FTE student data in surveys 1-4: Florida Virtual School (FLVS) programs serving students receiving part-time instruction, Florida Department of Juvenile Justice programs and the Juveniles Incompetent to Proceed Program. District virtual programs and charter virtual schools are reported with zero FTE in surveys 2 and 3 and actual FTE is reported in survey 4. All other programs are reported only in surveys 2 and 3. The reported FTE for the FLVS, district virtual programs and virtual charter schools is based on successful completions.

Sincerely,

\_\_\_\_\_  
*Signature of District School Superintendent or Designee*

ATTACHMENT B

**Cost Factors and Program Numbers for the 2014-15 Fiscal Year**

<b>Program/Category</b>	<b><u>Cost Factors</u></b>	<b><u>Program Numbers</u></b>
<b><u>BASIC PROGRAMS</u></b>		
PreK-3 Basic	1.126	101
4-8 Basic	1.000	102
9-12 Basic	1.004	103
PreK-3 Basic with ESE Services*	1.126	111
4-8 Basic with ESE Services	1.000	112
9-12 Basic with ESE Services	1.004	113
<b><u>EXCEPTIONAL STUDENT EDUCATION</u></b>		
Support Level 4	3.548	254
Support Level 5	5.104	255
<b><u>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES</u></b>		
ESOL	1.147	130
<b><u>CAREER EDUCATION</u></b>		
Career Education 9-12	1.004	300

\* Includes Prekindergarten Exceptional Students, if not Level 4 or Level 5.

ATTACHMENT C

**FTE Reporting Deadlines 2014-15 through 2017-18**

<p><b>2014-15</b></p> <p><u>Survey 1</u>                  Survey Week: July 7-11, 2014                  Due Date: July 25, 2014                  State Processing: July 21-September 12, 2014                  Final Update/Amendment Date: September 30, 2014</p> <p><u>Survey 2</u>                  Survey Week: October 13-17, 2014                  Due Date: October 31, 2014                  State Processing: October 20-November 14, 2014                  Final Update/Amendment Date: March 31, 2015</p> <p><u>Survey 3</u>                  Survey Week: February 9-13, 2015                  Due Date: February 27, 2015                  State Processing: February 16-March 13, 2015                  Final Update/Amendment Date: July 31, 2015</p> <p><u>Survey 4</u>                  Survey Week: June 15-19, 2015                  Due Date: July 6, 2015                  State Processing: June 29-July 17, 2015                  Final Update/Amendment Date: August 31, 2015</p>	<p><b>2015-16</b></p> <p><u>Survey 1</u>                  Survey Week: July 6-10, 2015                  Due Date: July 24, 2015                  State Processing: July 20-September 11, 2015                  Final Update/Amendment Date: September 30, 2015</p> <p><u>Survey 2</u>                  Survey Week: October 12-16, 2015                  Due Date: October 30, 2015                  State Processing: October 19-November 13, 2015                  Final Update/Amendment Date: March 31, 2016</p> <p><u>Survey 3</u>                  Survey Week: February 8-12, 2016                  Due Date: February 26, 2016                  State Processing: February 15-March 11, 2016                  Final Update/Amendment Date: July 31, 2016</p> <p><u>Survey 4</u>                  Survey Week: June 13-17, 2016                  Due Date: July 5, 2016                  State Processing: June 27-July 15, 2016                  Final Update/Amendment Date: August 31, 2016</p>
<p><b>2016-17</b></p> <p><u>Survey 1</u>                  Survey Week: July 11-15, 2016                  Due Date: July 29, 2016                  State Processing: July 25-September 16, 2016                  Final Update/Amendment Date: September 30, 2016</p> <p><u>Survey 2</u>                  Survey Week: October 10-14, 2016                  Due Date: October 28, 2016                  State Processing: October 17-November 11, 2016                  Final Update/Amendment Date: March 31, 2017</p> <p><u>Survey 3</u>                  Survey Week: February 6-10, 2017                  Due Date: February 24, 2017                  State Processing: February 13-March 10, 2017                  Final Update/Amendment Date: July 31, 2017</p> <p><u>Survey 4</u>                  Survey Week: June 12-16, 2017                  Due Date: July 3, 2017                  State Processing: June 26-July 14, 2017                  Final Update/Amendment Date: August 31, 2017</p>	<p><b>2017-18</b></p> <p><u>Survey 1</u>                  Survey Week: July 10-14, 2017                  Due Date: July 28, 2017                  State Processing: July 24-September 15, 2017                  Final Update/Amendment Date: September 30, 2017</p> <p><u>Survey 2</u>                  Survey Week: October 9-13, 2017                  Due Date: October 27, 2017                  State Processing: October 16-November 10, 2017                  Final Update/Amendment Date: March 31, 2018</p> <p><u>Survey 3</u>                  Survey Week: February 5-9, 2018                  Due Date: February 23, 2018                  State Processing: February 12-March 9, 2018                  Final Update/Amendment Date: July 31, 2018</p> <p><u>Survey 4</u>                  Survey Week: June 11-15, 2018                  Due Date: July 6, 2018                  State Processing: June 25-July 13, 2018                  Final Update/Amendment Date: August 31, 2018</p>